

## Article I Name of Organization

The official name of this entity is the *Workforce Investment Board | Butler • Clermont • Warren* hereinafter referred to as the “Workforce Investment Board”, “Workforce Development Board”, “WIB”, “WDB”, “Local Board” or “Board”.

## Article II Statement of Purpose

### Section 1.0: Role

The primary role of the Workforce Investment Board is to set the vision, policy direction and performance expectations for the regional workforce development system. The Workforce Investment Board brings together business, education, and labor leaders to assess the workforce needs of employers and the employment and training needs of job-seekers; and identifies fiscal and other available resources. The Board also approves and submits to the Governor, in partnership with local elected officials, a comprehensive business plan for workforce development in the local area.

### Section 2.0: Federal and State Legislation and Regulations

The Workforce Investment Board will abide by the Federal Workforce Innovation and Opportunity Act Federal Regulations, and any other State, Federal or local Workforce legislation or regulations.

## Article III Membership and Authority

### Section 1.0: Number of Members

The overall size of the Workforce Investment Board will be determined by the Board itself in conjunction with appointments by the respective Boards of County Commissioners, but at a minimum will meet requirements as contained in the Workforce Innovation and Opportunity Act, Federal Regulations, and any other State, Federal or local Workforce legislation or regulations.

### Section 2.0: Membership Composition

The following categories must be met at a minimum when Board composition is determined:

#### **Representatives of Business**

- **The majority (51%)** of the members of the Local Board must be representatives of business in the local area.

#### **Representatives of Workforce**

- **Not less than 20%** of the members of the Local Board must be workforce representatives. These representatives:

- **Must** include two (2) or more representatives of **labor organizations**, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;
- **Must** include one (1) or more representatives of a **joint labor-management, or union affiliated, registered apprenticeship** program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists; and may include:
- In addition to the representatives enumerated above, the Board **may** include:
  - One or more representatives of **community-based organizations** that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and
  - One or more representatives of organizations that have demonstrated experience and expertise in **addressing the employment, training, or education needs of eligible youth**, including representatives of organizations that serve out-of-school youth.

#### **Representatives of Education and Training**

- The balance of Local Board membership **must** include:
  - At least one (1) eligible provider administering **adult education and literacy** activities under WIOA title II;
  - At least one (1) representative from an **institution of higher education** providing workforce investment activities, including community colleges; and
  - At least one (1) representative from each of the following **governmental and economic and community development entities**:
    - Economic and community development entities;
    - The state Employment Service Office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; and
    - The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or Part C of that title.

#### **Optional Membership**

- In addition to the representatives enumerated above, the CLEO **may** appoint other appropriate entities in the local area, including:
  - Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to

- employment;
- Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;
- Philanthropic organizations serving the local area; and
- Other appropriate

### Section 3.0: Vacancies

A vacancy may be declared and a replacement appointed by the respective appointing County Commission in the event the status of a Workforce Investment Board member changes and he/she no longer represents one of the categories identified in Article III, Section 2.0 required by law that make up the minimum composition of the Workforce Investment Board. Butler, Clermont and Warren Counties will have the opportunity to appoint an equal number of Workforce Investment Board members unless the respective county declines to do so.

### Section 4.0: Nominations and Appointments

Each county may solicit nominations for its respective Workforce Investment Board members in any manner deemed appropriate by the County Commissioners. General purpose business organizations such as Chambers of Commerce and/or Trade Associations may provide the source of business nominations. Local elected officials may seek nominations from local labor organizations and local education organizations to fill required labor and education vacancies.

Each County Board of Commissioners will make its County's appointments for its respective Workforce Investment Board members. Re-appointments to fill vacancies will be made in the same manner used to originally fill that opening.

### Section 5.0: Membership Expectations

New Board members are expected to go through the new member orientation process within the first three (3) months of appointment.

All Workforce Investment Board members will be expected to attend all regular Workforce Investment Board meetings, assigned Committee/Team meetings and/or special meetings of the Board. The Workforce Investment Board members will be expected to actively participate in all meetings.

All Workforce Investment Board members must be a member of a Committee/Team in order to remain on the Workforce Investment Board.

### Section 6.0: Terms of Membership

All members of the Board may serve for a term from one (1) to three (3) years at the pleasure of the Elected Officials. Members may serve up to, but no more than nine (9) consecutive years each and then must rotate off the Board. After one year the individual is eligible for re-election to the Board, subject to the approval of the Elected Officials. Term limits are effective as of July 1st, 2011.

Sole representatives of mandated partners and members who serve one (1) year and rotate off the Board are exempt from the term limitations, if they so choose. Sole representatives of mandated partners may appoint an alternate at the end of their term if an appropriate alternate so exists.

#### Section 7.0: Removals

The Workforce Investment Board members shall serve at the pleasure of the Board of Commissioners which made the appointment and can be removed by them at any time for any reason. In addition, the Executive Committee may make recommendations to the Elected Officials for removal of any member, either with or without cause, by decision of a majority of voting members. In the event of the resignation or death of a member, or removal of any member by the Elected Officials, the Elected Officials may appoint a new member to fill the vacancy.

#### Section 8.0: Resignations

A Workforce Investment Board member may resign membership on the Board by a phone call, fax, e-mail, etc., to the Executive Director of the Workforce Investment Board. Such resignations are effective upon receipt.

#### Section 9.0: Compensation

Members serve without compensation; however, members may be reimbursed for reasonable expenses incurred during the course of Board activities submitted in writing to the Administrator and approved by a simple majority vote of the Executive Committee, and are subject to the processes of the Fiscal Agent. Board members may not receive reimbursement for routine Board activities such as travel (including mileage reimbursement) for attendance to Board-related meetings.

#### Section 10.0: Powers

The Board has the power to:

1. Administer and manage the affairs of the Board;
2. Perform all other activities authorized by the Workforce Innovation and Opportunity Act;
3. Perform such other, workforce development duties, as requested by the Elected Officials; and
4. Secure alternative funding as desired in order to grow and provide value-added services.

## Section 11.0: Annual Report

The Board Chairperson, with the assistance of the Administrator, shall prepare an annual report, which is a public document, for presentation to the Board and the Elected Officials.